



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

March 20, 2026

Mr. Brad Baer, Director of Public Works  
Town of Vienna  
127 Center Street S  
Vienna, Virginia 22180

Re: Cost Sharing Letter Agreement, Sewer Casing Pipe under Vienna Culvert Improvements.

Dear Mr. Baer,

The purpose of this Letter Agreement is to confirm the agreement between the Town of Vienna (Vienna) and the County of Fairfax, Virginia (County), to reimburse Vienna for the construction of a sewer casing pipe. Reimbursement will be provided to Vienna by the County to fund this as a change order to the current Vienna Culvert construction contract.

## I. Background

The County and Vienna have overlapping construction activities between the Accotink Gravity Sewer project and the Nutley Culvert project in a specific project area. Vienna is currently constructing a culvert in this area, while the County requires installation of a sewer pipe casing beneath the culvert. The County provided Vienna with a design package including plans and specifications to address the proposed request to include the construction of this sewer casing pipe in the existing Culvert Construction contract. FLB Contractors provided a response to the request to Vienna. Coordination of this issue was completed to address questions from the contractor on the proposed change, discussion of the proposed change order, and discussions of administration of this issue.

## II. Change Order, Sewer Casing Pipe

Vienna shall incorporate the plans and specifications provided for the casing pipe into their existing Vienna Culvert Improvements construction contract by change order to ensure that the design intent is properly executed during construction. The change order for the casing pipe shall not exceed \$253,003.50 as documented in the attached change order form dated 3/12/2026.

The County shall provide Vienna with support services related to construction inspection and oversight during construction of the casing pipe. Vienna shall allow the County access to the construction site during construction of the casing pipe for these purposes. The County shall be responsible for any change orders that may be required and authorized due to unforeseen circumstances, project delays, or a change of conditions for the construction of the casing pipe. The County will be informed by Vienna of any reported change of conditions and shall be

**Department of Public Works and Environmental Services  
Director's Office**

12000 Government Center Parkway, Suite 448  
Fairfax, VA 22035-0050

Phone: 703-324-5033, TTY 711, Fax: 703-653-7145

[www.fairfaxcounty.gov/publicworks](http://www.fairfaxcounty.gov/publicworks)



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allowed an opportunity to participate in the negotiation and coordination of any related change orders.

Upon successful completion of the work, Vienna shall submit a request for reimbursement. The County shall execute this payment request within 30 days of receipt.

The countersignature of this Letter of Agreement below confirms our mutual understanding regarding this project.

Sincerely,

DocuSigned by:  
*Tiya Raju*  
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Tiya Raju, Deputy Director  
Fairfax County Department of Public Works and Environmental Services, Capital Facilities

Attachment: FLB Contractors Change Order Form

Cc: Magdi Imbabi, Director, DPWES, Wastewater Design and Construction

Agreed/Approved: DocuSigned by:  
*Brad Baer*  
0AC418A47EAC445 03/21/2026  
Brad Baer Date  
Director of Public Works  
Town of Vienna